

# Forty Hill CE School

## Charging & Remissions Policy

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in 'Charging for School Activities' DfE May 2018.

### Charging

#### In accordance with the DfE guidelines our school cannot charge for:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the national curriculum, or part of religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Residential visits

#### Our school can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras
- Music and vocal tuition\*
- Community facilities

\* The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

### Optional Extras

**Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.** Optional extras are:

- Education provided outside of school time that is not part of the national curriculum or part of religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (for example breakfast and after school club (The Den) and extra-curricular after-school clubs).

In calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

The school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions are school trips, transport for the school trips, workshops, visits and sports activities as well as additional extras to support the school with providing our children with the best possible education.

**There is no obligation for parents to make any contribution and no child will be excluded from an activity if their parents are unwilling or unable to pay.** However, if the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

### **Activities Our School Charges for:**

Our school charges for the Breakfast and Afterschool Club (Den Club). Charges include costs for: staffing, utilities, refreshments and activities. These charges are determined by the Governing Body and reviewed in the summer term each year. Parents will be informed of the charges for the coming academic year in July each year

### **Damaged or Lost Property**

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

### **Remissions**

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

The school will consider the remission of charges to parents or carers who receive the following support payments:

- **Income Support**
- **Income based Job-seekers Allowance**
- **Child Tax Credit (where the person is not receiving Working Tax Credit as well and have an annual gross income of no more than £16,190)**
- **Support under part VI of the Immigration and Asylum Act 1999**
- **Guaranteed Element of Pension Credit**
- **Working Tax Credit run-on**
- **Income related Employment and Support Allowance**
- **Universal Credit**

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

### **Maintenance Contributions**

As a voluntary aided school, we are responsible (rather than the Local Authority) for maintaining the exterior of the school buildings. Parents are asked to contribute to this fund annually in order for the school to spend its funds directly on the education of the children. This can be in a single payment, or by 3 equal payments at the beginning of each term which then finances external decoration and repairs when required. **Although this is a voluntary payment, paid to the London Diocesan Board for Schools, the Governors hope all parents will see this as a necessary financial commitment to the school.** Lack of maintenance could result in our building falling into disrepair and having an adverse effect on the interior decoration. The school has worked hard over recent years to ensure the working environment for the children is of a high standard and we hope that this will continue. The amount payable is reviewed annually. At present the amounts are as follows:

	<b>Annual Payment</b>
<b>1 Child</b>	<b>£36.00</b>
<b>2 Children</b>	<b>£54.00</b>
<b>3+ Children</b>	<b>£72.00</b>

Accepted by the Governing Body: September 2024

Review Date: September 2025